


Montgomery County Fire and Rescue Service

Directive

Division of Operations

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September 29, 2020
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TO: All Division of Operations Personnel
FROM: Division Chief John Kinsley 
SUBJECT: Kelly Day and Vacation Selection Processes

This Directive replaces and rescinds:

Division of Operations Directive 16-01, entitled *Kelly Day and Vacation Selection Processes* dated August 10, 2016

The Kelly Day selection process for field operations personnel will be managed by the Division of Operations, Operations Chief or designee. The Operations Chief or designee will send an email to #FRS.CareerUniformed in years that Kelly Days are being selected (typically in September) announcing the process. The email will include submission instructions, when the selection process opens, when the process closes and when the selection results will be posted.

In years held, the Kelly Day selection process will always occur prior to the annual vacation leave selection process. Field Operations personnel must make requests based upon their anticipated shift and station assignment as of the October transfer meeting.

Immediately after submission of the request, a receipt will display acknowledging acceptance of selection, this receipt should be retained as proof that the selection was made. Personnel will be able to modify or change selections up until the closing date.

Kelly Day Administration Criteria

1. Kelly Days will be assigned based on service needs, rank, seniority, and specialty skills.
2. Personnel transferred into vacant positions will be assigned the Kelly Day for that position.

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3. Personnel will retain the Kelly Day assigned to them unless they are transferred.
4. Only personnel assigned to permanent positions will pick Kelly Days. Personnel who are in overage positions will be assigned Kelly Days when they are placed in permanent positions which will already have a Kelly Day assigned to them.
5. IAFF Local 1664 representatives are invited to observe the selection process.
6. Personnel will be evenly distributed by rank, seniority, service need, and specialty skills.
7. In single officer stations, the officer and the Master Firefighter will not be assigned the same Kelly Day.
8. When more than one officer and more than one Master Firefighter are assigned to the same shift at the same station, not more than one officer and one Master Firefighter can be assigned the same Kelly Day.
9. Paramedics assigned to medic positions must be evenly distributed across each day of the week, and, if assigned to the same station, they will not be permitted to have the same Kelly Day.
10. All station personnel will be placed in seniority order, as defined in the most recent agreement between IAFF Local 1664 and Montgomery County Government.

Vacation Leave Pick Process

Field Operations personnel may submit vacation leave picks on an annual basis. The process is also managed by Operations Chief or designee. The Operations Chief or designee will send an email to #FRS.CareerUniformed annually, typically in October, which will lay out the submission process and time frames.

The email will include submission instructions, the date range that picks can be submitted for, when each round opens, when each round closes, submission deadlines for each round and when the final vacation schedule will be posted.

There are four rounds to the process:

First round picks must be for two one-week periods; both must be Sunday through Saturday only. Any combination of leave and Kelly Days will be accepted. The two weeks do not need to be consecutive. However, any deviation from the Sunday through Saturday selection procedure will cause the selection to be rejected and not considered.

Second, third, and fourth round picks are for a maximum of three individual calendar days each round. Employees assigned to a 40-hour or 42-hour workweek may select up to four days in rounds two through four. The days selected do not have to

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be consecutive, nor do they need to be aligned Sunday through Saturday.

Personnel who have completed three or more years of service by December 31st of the year in which picks are being requested are eligible for third round picks; those who have completed 15 years or more of service are eligible for fourth round picks.

Immediately after submission of the request, a receipt will display acknowledging acceptance of selection, this receipt should be retained as proof that the selection was made.

Personnel must make their leave picks based on their current station assignment. Personnel who were transferred at the October transfer meeting must make selections based on their new assignment.

Questions should be referred to the Operations Chief.

